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**Educational Leadership Solutions**

# **Student Support Network User Manual**

## APPLICATION SERVICE PROVIDER AGREEMENT

This Application Service Provider Agreement (“Agreement”) is made between Educational Leadership Solutions, Inc., a Mississippi corporation (“ELS”) and (“School”).

ELS has developed and owns the ELS Product Suite (“Products”), internet-based applications which make data management easier and more effective for educators.

School desires to use Products, and ELS desires to grant School a non-transferable, non-exclusive, and revocable license (“License”) to use Products. School desires to so subscribe to the networks and accept the License, all pursuant to the terms and conditions provided below.

The parties, ELS and School, agree to the following:

- 1. ELS Services Provided.** ELS will provide Products via the website [www.k12els.com](http://www.k12els.com), so that School users can utilize all Products features. Technical support will be provided via phone, 877-233-7833, and e-mail, [support@k12els.com](mailto:support@k12els.com).
- 2. License.** While this Agreement is in effect, ELS grants to School a non-transferable, non-exclusive, and revocable License to limited right to access and use of Products. ELS owns the copyright on Products, and School has no right to copy Products, or to use Products except as provided herein. The grant of License herein is limited to School and its employees, and School is not authorized to give anyone other than School users access to Products or otherwise share Products with anyone outside School. ELS reserves the right to terminate this Agreement if this is not observed.
- 3. Ownership.** School acknowledges that Products and all system files are and shall be solely owned by ELS, and ELS acknowledges that School shall own the data on Products. The foregoing notwithstanding, School grants ELS permission to manage data periodically for backup and maintenance.
- 4. Term.** The term of this Agreement shall be for the remainder of the school year, commencing on the day of implementation and terminating on June 30, 2012. The Agreement may be renewed for successive one (1) year terms, unless either party shall terminate this Agreement by notifying the other party in writing not less than thirty (30) days prior to the then current termination date.
- 5. Fees.** Concurrently with the execution of this Agreement, School will pay ELS an initial startup fee for each product. In addition, there will be an annual renewal fee for Products if School decides to continue use of Products.  
  
The annual renewal fee for each year will be due and payable not later than each September 1. ELS may increase the fees by written notice to School, which notice shall be given not later than forty-five (45) days prior to the expiration of the then current term.
- 6. Choice of Law.** This Agreement shall be governed and construed by the laws of the State of Mississippi, and the parties consent to the jurisdiction of the courts within the State of Mississippi.
- 7. Assignments.** School may not assign this Agreement to any other School.
- 8. Entire Agreement and Notice.** This Agreement contains the entire understanding of the parties and may not be amended without the specific written consent of both parties. Any notice given under this Agreement shall be sufficient if it is in writing and sent by certified or registered mail to the parties at their respective addresses.

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## Introduction

Welcome to the Educational Leadership Solutions, Inc. (ELS) Product Suite, web-based applications designed to make data management easier and more effective for educators.

ELS, the designer of and service provider for this product suite, is a company dedicated to providing technology solutions for educators. It is our belief that for educational technology to be effective it must be extremely user-friendly and easy to master (30 minutes or less). We have designed our product suite to meet these criteria.

This user manual has been designed to make your school's implementation of our application efficient and effective. It is our desire for all schools and school personnel to be 100% satisfied with our applications.

## Support Information

### Support

Please contact us by phone (1-877-233-7833) or e-mail ([support@k12els.com](mailto:support@k12els.com)) with any questions you may have regarding our products.

### System Requirements

The ELS Product Suite is a web application that is hosted by Educational Leadership Solutions, Inc. Because it is an internet-based application, users (teachers and administrators) can access it from any computer that has access to the internet. The applications can run on web browsers including Internet Explorer, Mozilla Firefox, and Safari.

### Training

The ELS Product Suite has been designed to require little or no formal training. It is our goal to make the application user-friendly to the point that it can be mastered by following written instructions.

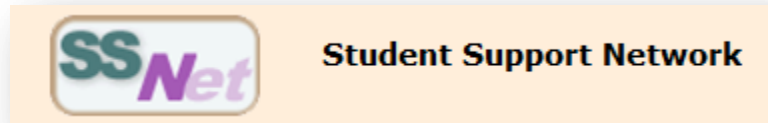
All training documents, user manuals, and product demos are available at our website: [www.k12els.com](http://www.k12els.com).

Educational Leadership Solutions, Inc. also provides on-site training for schools who desire additional assistance with implementing the ELS Product Suite.

ELS, Inc.  
Customer Support  
877-233-7833  
[support@k12els.com](mailto:support@k12els.com)

# Student Support Network Administrator Instructions

Log in (go to [www.k12els.com](http://www.k12els.com) and select *ELS Client Login*) and select the Student Support Network icon.



## Add Referrals

To add a referral, select the *Add* button.

This screenshot shows the 'Referrals' section of the Student Support Network interface. At the top, there are navigation tabs for 'Referrals' and 'Forms', and a header with the SSNet logo and 'ELS Home · Logout'. Below the navigation, there are buttons for 'List', 'Add', and 'Reports'. The 'Add' button is circled in red. Underneath, there are filter options for 'Status' (set to 'Incomplete'), 'Activity Type' (set to 'All'), 'Referring Teacher' (set to 'All Teachers'), and 'Student' (set to 'All Students'). Below the filters, a table displays a list of referrals with columns for 'Status', 'Activity', 'Referral Date', 'Student Name', and 'Referred By'.

	Status	Activity	Referral Date	Student Name	Referred By
X	Incomplete	Active	03-14-2011	AIELLO, FALLON	Farrior, Faye
X	Incomplete	Intervention	03-14-2011	AIELLO, KIP	Farrior, Faye
X	Incomplete	Active	01-10-2011	ALBA, MILLARD	Farrior, Faye

Click beside Student Information and Referral Information to expand. Choose a student's name from the drop-down list (the demographic information for the student will appear). Complete Referral Information (optional) and select *Save and Close*.

This screenshot shows the 'Add Referral' form in the Student Support Network interface. The 'Add' button is circled in red. The form is divided into two main sections: 'Student Information' and 'Referral Information'. The 'Student Information' section has a plus sign icon circled in red and a dropdown menu labeled 'Choose Student' also circled in red. Below this are fields for 'First, Middle, Last', 'MSIS Number', 'Date Of Birth', and 'Grade'. The 'Referral Information' section has a plus sign icon circled in red and includes fields for 'Referral Type' (set to 'Academic'), 'Referring Teacher' (set to 'Farrior, Faye'), 'Test Scores' (with a bar chart icon), 'Referral Activity' (set to 'Active'), and 'Status' (set to 'Incomplete'). To the right of the form is a 'MSIS Screen Information' section with fields for 'Ref. for Inv. Date', 'Referral to TST', 'TST Decision', and 'TST Decision Date', each with a date picker icon. There is also a checkbox for 'Include in Notification Form' which is checked.

## Manage Referrals

At the Referrals Tab, select *List* to view the referrals list. Referrals can be deleted, reviewed/modified, and transferred by clicking on the appropriate icon.

Student Support Network **SSNet**  
ELS Home · Logout

Referrals Forms

List Add Reports

Apply Filters Status: Incomplete Activity Type: All Referring Teacher: All Teachers Student: All Students

Page 1 of 1 ... [ 6 total records ]

	Status	Activity	Referral Date	Student Name	Referred By
X [pencil] [arrows]	Incomplete	Active	03-14-2011	AIELLO, FALLON	Farrior, Faye
X [pencil] [arrows]	Incomplete	Intervention	03-14-2011	AIELLO, KIP	Farrior, Faye
X [pencil] [arrows]	Incomplete	Active	01-10-2011	ALBA, MILLARD	Farrior, Faye

## Assign Forms

Forms can be assigned two (2) ways:

1. At the *Referrals Tab* - Select the edit icon (pencil) that corresponds with the desired student's name.

	Status	Activity	Referral Date	Student Name	Referred By
X [pencil] [arrows]	Incomplete	Active	03-14-2011	AIELLO, FALLON	Farrior, Faye
X [pencil] [arrows]	Incomplete	Intervention	03-14-2011	AIELLO, KIP	Farrior, Faye
X [pencil] [arrows]	Incomplete	Active	01-10-2011	ALBA, MILLARD	Farrior, Faye

Select *Assign New*.

Assigned Forms ?

Assign New

	Form Read	Date	Teacher Name	Form Name	Done
X [pencil] [arrows]	<input type="checkbox"/>	03-21-2011	Ford, Brittany	AL-Sample Progress Report	No
X [pencil] [arrows]	<input type="checkbox"/>	03-21-2011	Griggs, Mandy	Hearing/Vision Screening	Yes
X [pencil] [arrows]	<input type="checkbox"/>	03-21-2011	Graham, Betty	Meeting	No

Select a Teacher and Form(s) to assign. Click *Add*. As soon as the form has been added, the teacher assigned to the form will receive email notification. Note: To assign multiple teachers to a student and form, hold down the control key and select each teacher.

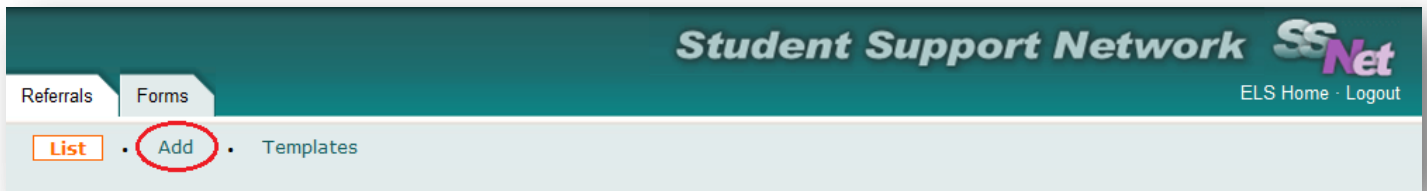
Choose Teacher and Form

Teacher :  
Farrior, Faye  
Feather, Roy  
Ford, Brittany  
Ford, Patricia  
Ford, Roulette

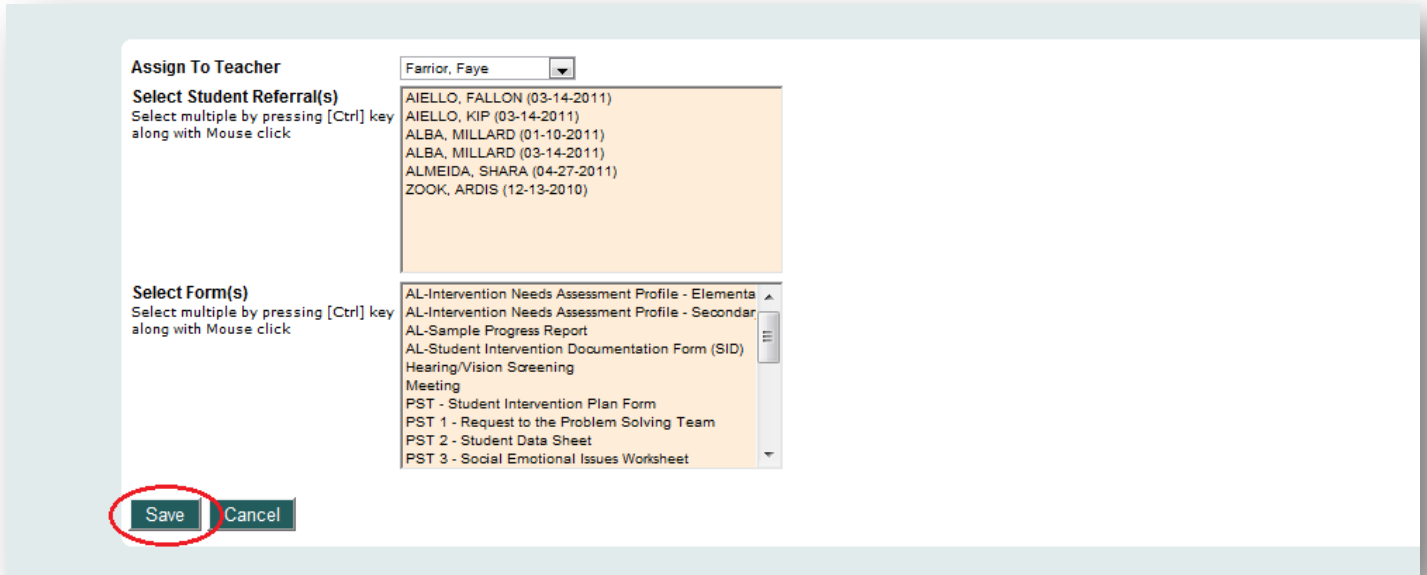
Form : AL-Intervention Needs Assessment Profile - Elementary

Add Cancel

2. At the *Forms Tab* - Select *Add*.






Select a Teacher and Form(s) to assign. Select *Save*. As soon as the form has been added, the teacher assigned to the form will receive email notification. Note: To assign multiple teachers to a student and form, hold down the control key and select each teacher.



## Manage Forms

At the Referrals tab, select the edit icon (pencil) that corresponds with the desired student's name.

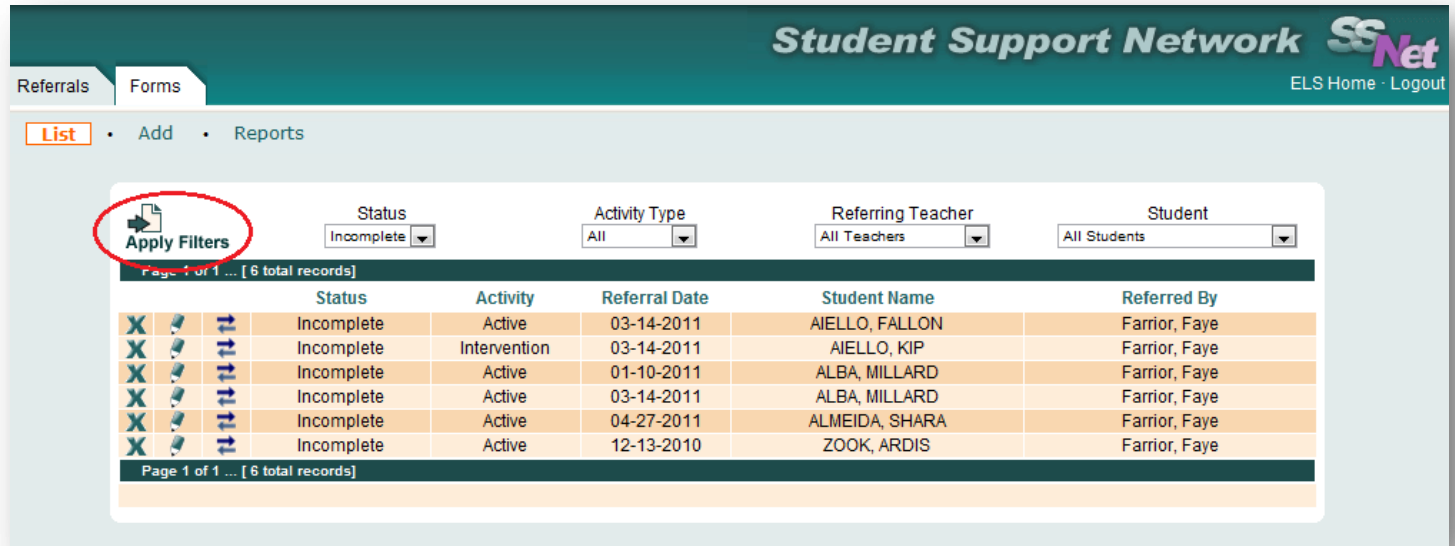
		Status	Activity	Referral Date	Student Name	Referred By
X		Incomplete	Active	03-14-2011	AIELLO, FALLON	Farrior, Faye
X		Incomplete	Intervention	03-14-2011	AIELLO, KIP	Farrior, Faye
X		Incomplete	Active	01-10-2011	ALBA, MILLARD	Farrior, Faye

Forms can be deleted, edited, viewed, and printed. Note: If the report does not fit onto the page when printed, go to File>Page Setup on the Internet Explorer menu bar and change the margins and/or paper.

Assigned Forms ?						
	Assign New	Form Read	Date	Teacher Name	Form Name	Done
		<input type="checkbox"/>	04-20-2011	Ford, Patricia	TST - 2: Student Data Sheet	No
		<input type="checkbox"/>	04-20-2011	Ford, Brittany	TST - 4: Tier 2 Documentation Form	No

## Filter Data

Sort for specific data at the *Referrals* or *Forms* tabs by using the filter option. Select the desired information from the drop-down menus and click *Apply Filters*.



Student Support Network SSNet  
ELS Home · Logout

Referrals Forms

List · Add · Reports

Apply Filters

Status: Incomplete  
Activity Type: All  
Referring Teacher: All Teachers  
Student: All Students

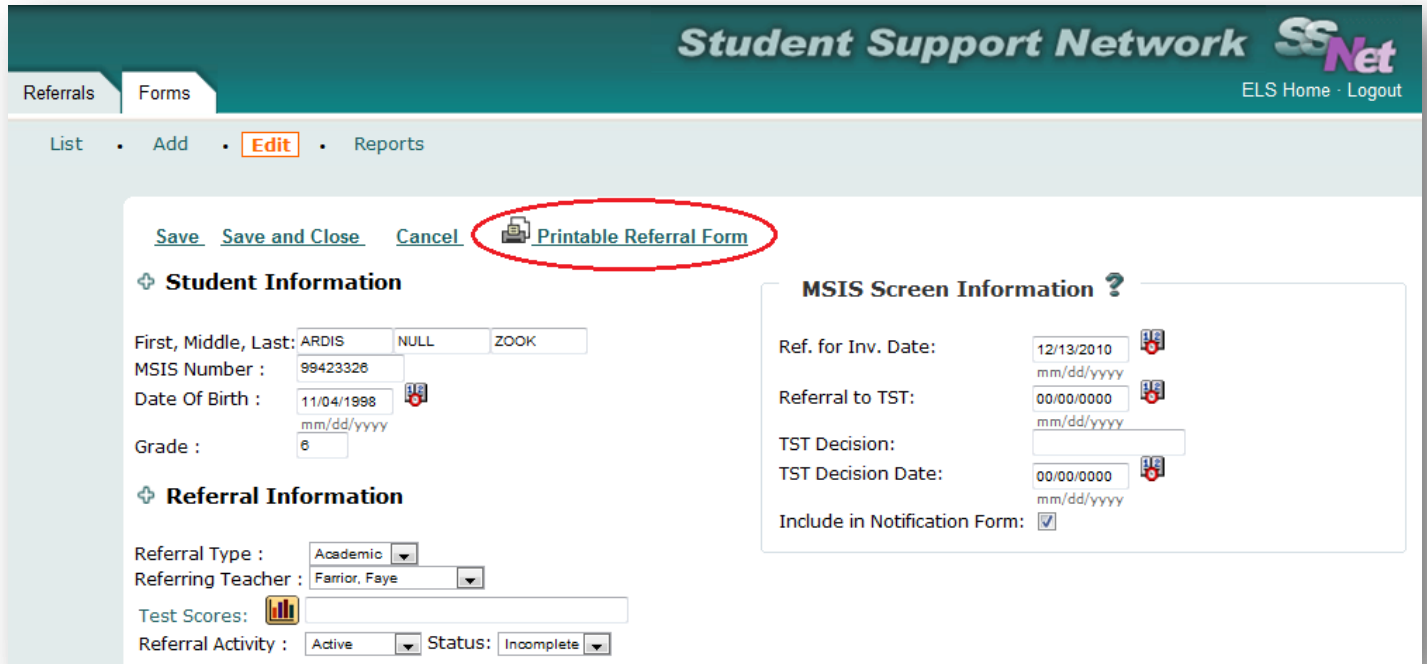
Page 1 of 1 ... [ 6 total records ]

	Status	Activity	Referral Date	Student Name	Referred By
X	Incomplete	Active	03-14-2011	AIELLO, FALLON	Farrior, Faye
X	Incomplete	Intervention	03-14-2011	AIELLO, KIP	Farrior, Faye
X	Incomplete	Active	01-10-2011	ALBA, MILLARD	Farrior, Faye
X	Incomplete	Active	03-14-2011	ALBA, MILLARD	Farrior, Faye
X	Incomplete	Active	04-27-2011	ALMEIDA, SHARA	Farrior, Faye
X	Incomplete	Active	12-13-2010	ZOOK, ARDIS	Farrior, Faye

Page 1 of 1 ... [ 6 total records ]

## Print Referral Information

To create a printer-friendly copy of the student and referral information, select the *Printable Referral Form* icon at the *Edit* screen on the *Referrals* tab. To print the *Student Referral Information Sheet*, select print from your browser's menu bar.



Student Support Network SSNet  
ELS Home · Logout

Referrals Forms

List · Add · Edit · Reports

Save Save and Close Cancel **Printable Referral Form**

**Student Information**

First, Middle, Last: ARDIS NULL ZOOK  
MSIS Number : 89423326  
Date Of Birth : 11/04/1998  
Grade : 6

**Referral Information**

Referral Type : Academic  
Referring Teacher : Farrior, Faye  
Test Scores: [Bar Chart]  
Referral Activity : Active Status: Incomplete

**MSIS Screen Information ?**

Ref. for Inv. Date: 12/13/2010  
Referral to TST: 00/00/0000  
TST Decision: [Dropdown]  
TST Decision Date: 00/00/0000  
Include in Notification Form:

## Referrals Reports

Select the *Referrals* tab on the menu bar and click *Reports*. Select the desired date range, referral status, and activities for your report and click on *Run Report*. To print the report, select print from your browser's menu bar.

The screenshot shows the Student Support Network (SSNet) interface. At the top, there is a teal header with the text "Student Support Network SSNet" and "ELS Home · Logout". Below the header, there are two tabs: "Referrals" and "Forms". Under the "Referrals" tab, there are three sub-menus: "List", "Add", and "Reports". The "Reports" menu item is circled in red. Below the sub-menus, there is a section titled "Choose Report Options". This section contains several input fields and checkboxes:

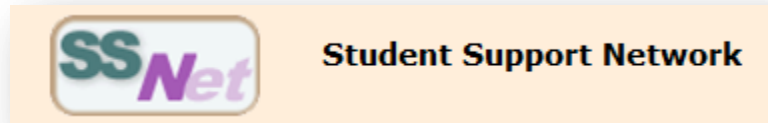
- Referral Date Between: 08/01/2010 And 07/31/2011
- Referral Status: All (dropdown menu)
- Referral Activity:  Active,  Intervention,  LSC,  Complete,  Tier 2,  Tier 3

At the bottom of the "Choose Report Options" section, there is a "Run Report" button with a document icon, which is also circled in red.

Note: The referrals report is designed for 8.5X14 paper, landscape orientation. If the report doesn't fit onto the page, you must go to File>Page Setup on the Internet Explorer menu bar and change the margins and/or paper orientation.

# Student Support Network Teacher Instructions

Log in (go to [www.k12els.com](http://www.k12els.com) and select *ELS Client Login*) and select the Student Support Network icon.



## Complete Forms

Select the edit icon (pencil) next to the form you wish to complete.

The screenshot shows the 'Forms' section of the Student Support Network interface. At the top, there is a header with the 'Student Support Network SSNet' logo and 'ELS Home · Logout' link. Below the header, there is a 'List' button. The main area contains a search and filter section with fields for 'Form Date Range' (08/01/2010 to 07/31/2011), 'Completed?' (No), 'Referral Status' (Incomplete), 'Student' (All Students), 'Form' (All Forms), 'Assigned Teacher' (Farrior, Faye), and 'Checked' (ALL). Below this is a table with 3 records. The first record is highlighted, and a red circle is drawn around the pencil icon in the 'Form Read' column. The table has columns for 'Form Read', 'Student', 'Referral Date', 'Form', 'Assigned Teacher', 'Assigned Date', and 'Completed?'.

Form Read	Student	Referral Date	Form	Assigned Teacher	Assigned Date	Completed?
<input type="checkbox"/>	AIELLO, FALLON	03-14-2011	Meeting	Farrior, Faye	03-21-2011	No
<input type="checkbox"/>	AIELLO, KIP	03-14-2011	PST 2 - Student Data Sheet	Farrior, Faye	03-21-2011	No
<input type="checkbox"/>	ZOOK, ARDIS	12-13-2010	TST - 4: Tier 2 Documentation Form	Farrior, Faye	01-27-2011	No

Complete the form by entering the appropriate information into the textboxes. Change the Status to *Complete* if you have completed the form, or leave it *Incomplete* if you want to close the form and finish it later. Select *Save* to save the form.

The screenshot shows a form completion screen. It has two columns: 'School-based Instructional Personnel' and 'Date'. Below the 'School-based Instructional Personnel' column, there is a 'Status' dropdown menu with 'Incomplete' selected. A red circle is drawn around the 'Status' dropdown. Below the 'Status' dropdown, there are two buttons: 'Save' and 'Cancel'. A red circle is drawn around the 'Save' button.

School-based Instructional Personnel	Date
Status : Incomplete	
Save	Cancel

## Manage Forms

To edit, view, or print a form, click on the appropriate icon.

Form Date Range: 08/01/2010 -to- 07/31/2011

Completed?: No

Referral Status: Incomplete

Student: All Students

Form: All Forms

Assigned Teacher: Farrior, Faye

Checked: ALL

Page 1 of 1 ... [ 3 total records]

Form Read	Student	Referral Date	Form	Assigned Teacher	Assigned Date	Completed?
<input type="checkbox"/>	AIELLO, FALLON	03-14-2011	Meeting	Farrior, Faye	03-21-2011	No
<input type="checkbox"/>	AIELLO, KIP	03-14-2011	PST 2 - Student Data Sheet	Farrior, Faye	03-21-2011	No
<input type="checkbox"/>	ZOOK, ARDIS	12-13-2010	TST - 4: Tier 2 Documentation Form	Farrior, Faye	01-27-2011	No

Page 1 of 1 ... [ 3 total records]

Note: If the report doesn't fit onto the page, you must go to File>Page Setup on the Internet Explorer menu bar and change the margins and/or paper orientation.

## Filter Forms

Sort all referrals for specific data by using the filter options. Sort by date, completion, student, form, or referral status using the filter drop-down menus. Select *Apply Filters* to sort for the desired information.

Form Date Range: 08/01/2010 -to- 07/31/2011

Completed?: No

Referral Status: Incomplete

Student: All Students

Form: All Forms

Assigned Teacher: Farrior, Faye

Checked: ALL

Page 1 of 1 ... [ 3 total records]

Form Read	Student	Referral Date	Form	Assigned Teacher	Assigned Date	Completed?
<input type="checkbox"/>	AIELLO, FALLON	03-14-2011	Meeting	Farrior, Faye	03-21-2011	No
<input type="checkbox"/>	AIELLO, KIP	03-14-2011	PST 2 - Student Data Sheet	Farrior, Faye	03-21-2011	No
<input type="checkbox"/>	ZOOK, ARDIS	12-13-2010	TST - 4: Tier 2 Documentation Form	Farrior, Faye	01-27-2011	No

Page 1 of 1 ... [ 3 total records]

## Student Support Network - Administrator Quick Start Guide

**Login:**

**Password:**

**School Code:**

### Login

Go to [www.k12els.com](http://www.k12els.com), select *ELS Client Login*, enter user information, and select *Login*. Then select the Student Support Network icon.

### Add/Manage Referrals

- Select the *Add* button, choose a student's name from the drop-down list (the demographic information for the student will appear), click + beside Student Information and Referral Information to expand, and complete Referral Information (optional) and select *Save and Close*.
- Select the *List* button. To delete a referral folder, select the delete icon (*X*). To review and/or modify an existing referral folder and forms, select the edit icon (*pencil*). To transfer a referral folder, select the transfer icon (*arrows*).

### Assign/Manage Forms

There are two (2) locations to assign forms:

- *Referrals* tab – Select the edit icon that corresponds with the desired student's name. Select *Assign New*. Select a Teacher and a Form to assign. Click *Add*. As soon as the form has been added, the teacher assigned to the form will receive a notification e-mail. Note: To assign multiple teachers to a student and form, hold down the control key and select each teacher.
- *Forms* tab – Select *Add*. Select a Teacher and Form(s) to assign. Select *Save*. As soon as the form has been added, the teacher assigned the form will receive email notification. Note: To assign multiple teachers to a student and form, hold down the control key and select each teacher.
- To manage forms go to the *Referrals* tab, and select the edit icon that corresponds with the desired student's name. To delete a form, select the delete icon (*X*). To edit a form, select the edit icon (*pencil*). To view a form, select the view icon (*magnifying glass*). To print a form, select the print icon (*printer*).

### Filter Data

- Sort for specific data at the *Referrals* or *Forms* tabs by using the filter option. Select the desired information from the drop-down menus and click *Apply Filters*.

### Print Referral Information

- To create a printer-friendly copy of the student and referral information, select the *Printable Referral Form* icon at the *Edit* screen on the *Referrals* tab. To print the *Student Referral Information Sheet*, select print from your browser's menu bar.

### Referrals Report

- Select the *Referrals* tab on the menu bar and click *Reports*. Select the desired date range, referral status, and activities for your report and click on *Run Report*. To print the report, select print from your browser's menu bar. Note: The referrals report is designed for 8.5X14 paper, landscape orientation. If the report doesn't fit onto the page, you must go to File>Page Setup on the Internet Explorer menu bar and change the margins and/or paper orientation.

If you have any additional questions, contact ELS Customer Support at 877-233-7833 or [support@k12els.com](mailto:support@k12els.com).

## Student Support Network - *Teacher Quick Start Guide*

**Login:**

**Password:**

**School Code:**

### **Login**

Go to [www.k12els.com](http://www.k12els.com), select *ELS Client Login*, enter user information, and select *Login*. Then select the Student Support Network icon.

### **Edit/Complete Form**

- Select the edit icon (*pencil*) next to the form you wish to complete. Complete the form by entering the appropriate information into the textboxes.
- Change the Status to *Complete* if you have completed the form, or leave it *Incomplete* if you want to close the form and finish it later.
- Select *Save* to save the form.

### **Manage Forms**

- To manage forms, click on the appropriate icon. To edit a form, select the edit icon (*pencil*). To view a form, select the view icon (*magnifying glass*). To print a form, select the print icon (*printer*). Note: If the report doesn't fit onto the page, you must go to File>Page Setup on the Internet Explorer menu bar and change the margins and/or paper orientation.

### **Filter Forms**

- Sort all referrals for specific data by using the filter options. Sort by date, completion, student, form, or referral status using the filter drop-down menus. Select *Apply Filters* to sort for the desired information.

If you have any additional questions, contact ELS Customer Support at 877-233-7833 or [support@k12els.com](mailto:support@k12els.com).

Notes:

**Support Information:**

Educational Leadership Solution

1-877-233-73833

[support@k12els.com](mailto:support@k12els.com)